



LIMITED ACCESS NCIC TRAINING 2016

*CJIS UNIT
TRAINING AND AUDIT*

INTRODUCTION TO NCIC

National Crime Information Center (NCIC) began in 1967 with the goal being to help the criminal justice community perform its duties through accurate and timely information sharing.

NCIC is a computerized information system designed to serve criminal justice agencies in all 50 states, the District of Columbia, Puerto Rico, Canada, as well as receiving information from Interpol.

NCIC TODAY

- ❑ Article
- ❑ Boat
- ❑ Foreign Fugitive
- ❑ Gang
- ❑ Gun
- ❑ Identity Theft
- ❑ III
- ❑ Image
- ❑ Immigration Violator
- ❑ License Plate
- ❑ Missing Person
- ❑ NICS Denied Transaction
- ❑ ORI
- ❑ Protection Order
- ❑ Protective Interest
- ❑ Securities
- ❑ National Sex Offender Registry
- ❑ Supervised Release
- ❑ Known/ Appropriately Suspected Terrorist
- ❑ Unidentified Person
- ❑ Vehicle
- ❑ Vehicle & Boat Part
- ❑ Violent Person
- ❑ Wanted Person

THE FILES OF NCIC

These files contain informational and/or officer safety related records only:

- ❑ Gang
- ❑ Identity Theft
- ❑ Missing Person
- ❑ NICS Denied Transactions
- ❑ Protection Order
- ❑ Protective Interest
- ❑ National Sex Offender Registry
- ❑ Supervised Release
- ❑ Known or Appropriately Suspected Terrorist (KST)
- ❑ Unidentified Person
- ❑ Violent Person

THE RESTRICTED FILES OF NCIC

- ❑ Gang
- ❑ Identity Theft
- ❑ Historical Protection Order
- ❑ NICS Denied Transactions
- ❑ Person With Information (PWI)
- ❑ Protective Interest
- ❑ National Sex Offender Registry
- ❑ Supervised Release
- ❑ Known or Appropriately Suspected Terrorist (KST)
- ❑ Violent Person

In addition, Criminal History Record Information (CHRI) obtained from Interstate Identification Index (III), is also confidential.

THE FILES OF NCIC

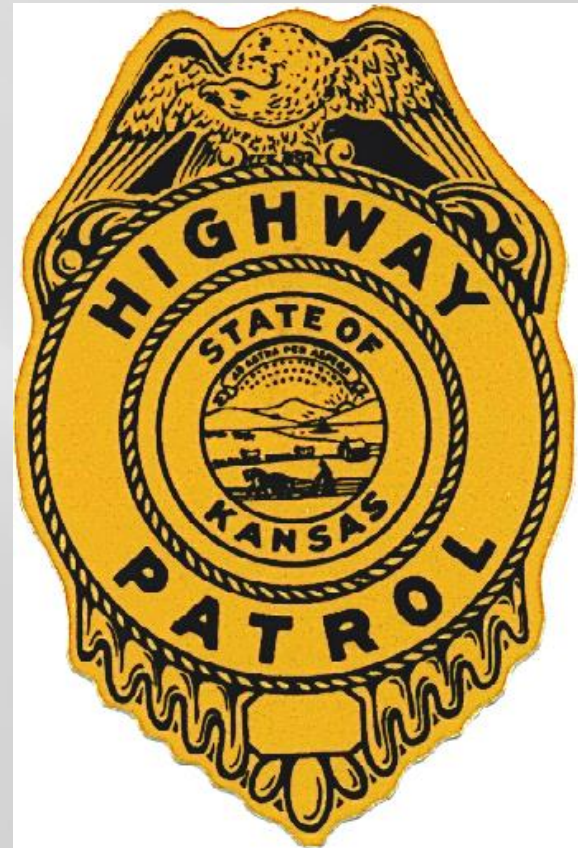
- ❑ At the discretion of your agency, dissemination of NCIC files information is permitted to anyone upon request to confirm the status of a person and/or property (wanted or stolen only), provided such dissemination does not fall under the definition of commercial dissemination (i.e. selling the information).
- ❑ Agencies making inquiries on those seeking assistance from organizations such as homeless shelters, battered woman shelters, churches or other charitable organizations must remain aware of the dissemination restrictions upon the restricted files and data.

ADMINISTRATION OF NCIC

- ❑ Policy recommendations are presented to the Director of FBI by an Advisory Policy Board (APB), which is comprised of administrators from local, state, and federal criminal justice agencies throughout the United States.

CJIS SYSTEMS AGENCY

- ❑ Each state has a CJIS Systems Agency (CSA) which is responsible for all NCIC matters in their jurisdiction.
- ❑ In Kansas, the CSA is the Kansas Highway Patrol.



CJIS SYSTEMS OFFICER

- ❑ At each CSA, there is a CJIS Systems Officer (CSO) appointed who is responsible for enforcing NCIC and state policy and procedures.
- ❑ For Kansas, the CSO is Captain Justin Bramlett.

TERMINAL AGENCY COORDINATOR (TAC)

- ❑ Each criminal justice agency has a TAC appointed by the agency head.
- ❑ This individual serves as the point-of-contact at the local agency for matters relating to CJIS information access.
- ❑ A TAC administers CJIS systems programs within the local agency and oversees the agency's compliance with CJIS systems policies.

AUTHORIZED ACCESS TO KCJIS

- ❑ Access to KCJIS is restricted to authorized individuals and shall be accessed on a need to know basis and only for the purpose for which that data is requested.
- ❑ The system shall be used in a professional manner at all times and shall not be used for personal reasons or a personal desire to know.

SECURITY AWARENESS STATEMENT



- ❑ Signed at the time of hiring certifying in writing you understand security violations may result in transfer, termination and/or filing of criminal charges for misuse of Criminal Justice Information (CJI).

TYPES OF MESSAGES

Six types of messages can be transmitted to NCIC:

1. Inquiry - a check to see if a person or piece of property is entered into NCIC.
2. Entry - to place a new record in a file or add supplemental information to an existing record.
3. Modification - a message to add, change or delete information in an active record.

TYPES OF MESSAGES

4. Locate - a message indicating a person or piece of property has been located.
5. Clear - a message to remove a person or piece of property after it's been recovered.
6. Cancellation - removes a record from NCIC due to a false, fictitious or invalid report. (i.e.; if warrant has been dismissed or recalled or a runaway juvenile returns home on their own).

NCIC RULE

- ❑ Any agency which receives a record(s) in response to an NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any official actions based upon the NCIC hit record.
- ❑ An NCIC hit alone, is not probable cause to make an arrest, detain a missing person or to seize property.
- ❑ The hit must be confirmed with the entering agency before any further action is taken.

HIT CONFIRMATION

Hit confirmation compliance requires an agency:

- ❑ Be available 24 hours a day,
everyday,
- or-
- ❑ have a “holder of record”
agreement with a 24/7 agency.



HIT CONFIRMATION

Confirming a hit requires the inquiring agency to contact the entering agency to:

- ❑ Ensure the person or property inquired upon is identical to the person or property identified in a record.
- ❑ Ensure the warrant, missing person report, protection order or theft report is still valid.

HIT CONFIRMATION

Obtain a decision regarding:

- ❑ Extradition of the wanted person.
- ❑ Information to return the missing person to the appropriate authorities.
- ❑ Information to return stolen property to the rightful owner.
- ❑ Information regarding the terms and conditions of a protection order.

HIT CONFIRMATION

Hit confirmations are based on one of two Priority Levels:

Priority 1: Urgent

- ❑ Must be confirmed within 10 minutes.
- ❑ Use urgent when the hit is the only basis for detaining the subject or the case requires urgent confirmation.

Priority 2: Routine

- ❑ The hit must be confirmed within one hour.
- ❑ Use when the person is being held on local charges or the property is located under circumstances where immediate confirmation is not necessary.

HIT CONFIRMATION

After establishing the Priority Level:

- ❑ Hit Confirmation Requests must be sent to the entering agency via Nlets utilizing the “YQ” form.
- ❑ The entering agency must provide a response within the designated time frame.
- ❑ The response may be to confirm or deny the hit or to advise a specific amount of time needed to either confirm or reject the hit.

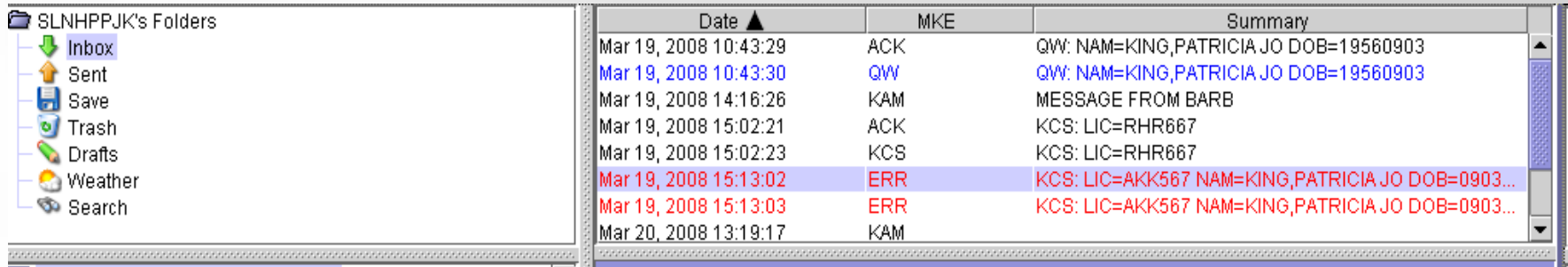
HIT CONFIRMATION

- ❑ If the agency requesting the hit confirmation does not receive a response within the designated time frame, a second request should be generated.
- ❑ The second request will go to the entering agency and the CJIS System Agency for the state(s) involved.
- ❑ The inquiring agency must, again, wait the designated time for confirmation, 10 minutes or one hour.

HIT CONFIRMATION

- ❑ If the requesting agency still fails to receive a response, a third request should be generated.
- ❑ The third request will notify the FBI as well as the appropriate CSA's and the entering agency.
- ❑ Hit Confirmation Responses must be sent via Nlets utilizing the "YR" form.
- ❑ Even if confirmation is handled via telephone, Nlets must still be utilized to document the confirmation process.

Screen shots of the Hit Confirmation process in OpenFox



The screenshot shows the OpenFox interface. On the left is a folder list for 'SLNHPPJK's Folders' with items: Inbox, Sent, Save, Trash, Drafts, Weather, and Search. On the right is a table with three columns: Date, MKE, and Summary. The table contains several rows of messages, with some highlighted in blue, purple, or red to indicate specific message types.

Date ▲	MKE	Summary
Mar 19, 2008 10:43:29	ACK	QW: NAM=KING,PATRICIA JO DOB=19560903
Mar 19, 2008 10:43:30	QW	QW: NAM=KING,PATRICIA JO DOB=19560903
Mar 19, 2008 14:16:26	KAM	MESSAGE FROM BARB
Mar 19, 2008 15:02:21	ACK	KCS: LIC=RHR667
Mar 19, 2008 15:02:23	KCS	KCS: LIC=RHR667
Mar 19, 2008 15:13:02	ERR	KCS: LIC=AKK567 NAM=KING,PATRICIA JO DOB=0903...
Mar 19, 2008 15:13:03	ERR	KCS: LIC=AKK567 NAM=KING,PATRICIA JO DOB=0903...
Mar 20, 2008 13:19:17	KAM	

Message List

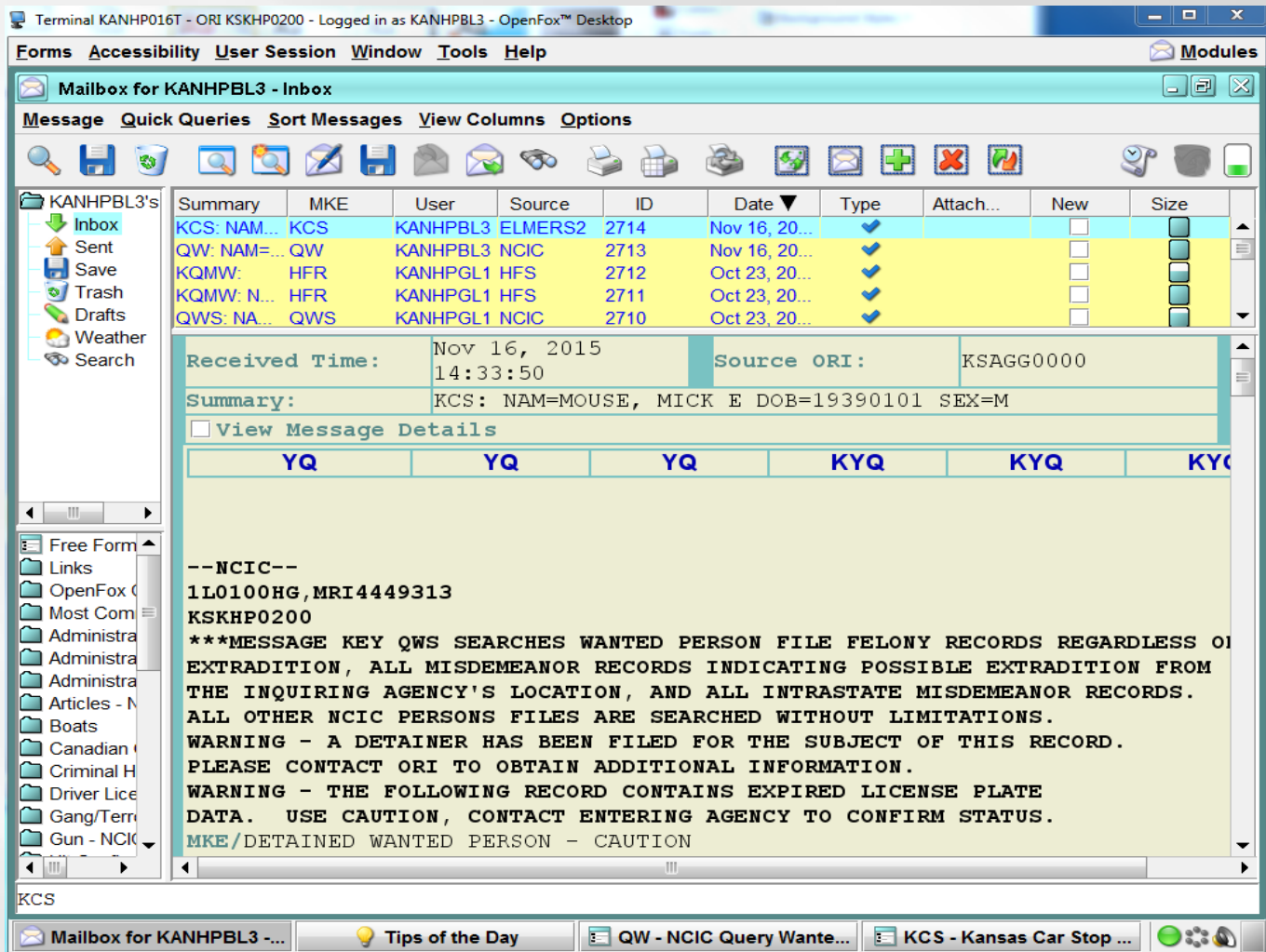
Blue font indicates a Hit response, either NCIC or Kansas Warrant File.

Purple font indicates a Hit response from the Terrorist File (KST).

Green font indicates a Hit Confirmation Request and/or Response.

Red font indicates an error.

Bold font, of any color, indicates an “unread” message.



Possible hits may create a link(s) to the appropriate form needed to complete the hit confirmation process. Multiple NCIC Hits will cause multiple “YQ” forms to be available, one for each hit received.

Click on the YQ option and data will auto-fill from the hit into the Hit Confirmation Request (YQ).

The screenshot shows a web application window titled "OpenFox™ Desktop -- Terminal: SLNHP004A (KSKHP0286) -- Logged in as SLNHPWLA". The application has a menu bar with "Forms", "Accessibility", "User Session", "Window", "Tools", and "Help". A "Modules" button is in the top right. The main window is titled "YQ - NLETS Hit Confirmation Request".

The form is divided into several sections:

- Header Information:**
 - ORI:
 - * Destination 1:
 - Control Field:
- Request Information:**
 - * Request # (RNO):
 - * Confirmation Priority (PRI):
 - * Agency Case # (OCA):
 - * NCIC # (NIC):
- Hit Information:**
 - * Request Type (RTY):
 - * Name (NAM):
 - * Date of Birth (DOB):
 - Sex (SEX):
- Requester's Information:**
 - * Requester (RNA):
 - * Requesting Agency (RAG):
 - Phone # (PHO):
 - Extension (EXT):
 - Fax # (FAX):
 - Court Order # (CTO):
 - Warrant # (WNO):
- Remarks Section (REM):**
 - A large text area for entering remarks.

Complete the mandatory fields (marked with a red asterisk), as well as the Remarks Section (REM) with relevant data prior to transmitting. Note: A Hit Confirmation Response (YR) will work in a similar fashion.

NON-MANDATORY FIELDS

Requester's Information

* <u>R</u> equester (RNA)	<input type="text"/>
* <u>R</u> equesting <u>A</u> gency (RAG)	<input type="text"/>
<u>P</u> hone # (PHO)	<input type="text"/>
<u>E</u> xtension (EXT)	<input type="text"/>
<u>F</u> ax # (FAX)	<input type="text"/>
<u>C</u> ourt Order # (CTO)	<input type="text"/>
<u>W</u> arrant # (WNO)	<input type="text"/>

Although not mandatory, it is highly recommended that the Phone, Extension and Fax number fields be completed to make your agency's contact information readily available to the inquiring agency.

The Court Order and Warrant number fields are rarely utilized.

KANSAS WARRANT FILE HIT CONFIRMATION

The KYQ & KYR forms function in the same fashion as the YQ & YR.

The KYQ form still improperly contains multiple destination fields (only one destination per hit confirmation is possible).

HIT CONFIRMATION

- ❑ Every agency, after confirming a hit and taking a person into custody or recovering property, must place a “Locate” on the corresponding record. A “Locate” cannot be placed on a Kansas Warrant File record.
- ❑ Despite having confirmed a hit as valid, the entering agency should not clear their entry from NCIC until the \$.L., Locate Notification, message is received from NCIC.

DELAYED INQUIRY HIT NOTIFICATION

- ❑ There are instances when inquiries have been made on vehicles and/or subjects after the event or crime has occurred but before an entry has been made into NCIC.
- ❑ User inquiries are stored in NCIC for 5 days.
- ❑ All entries and/or modifications are checked against the log of inquiries for the preceding 5 days.
- ❑ If a match occurs, both the entering agency and inquiring agency are advised through an administrative \$.H. message, which should promote follow-up action between the agencies.

\$.H. Delayed Inquiry Hit Response Notification

A \$.H. administrative message is sent to the ORI of a inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made.

The following is an example of a \$.H. message:

\$.H.1L01HEADER

MD1012600

DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830

YOUR INQUIRY: 0200 EST 19990827 HIT ON THE FOLLOWING RECORD
MKE/STOLEN VEHICLE

ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC

VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED

OAN/12345678 DOT/19990803 OCA/56789

NIC/V123456789 DTE/19990904 1200 EDT

NAME MATCHING IN NCIC

- ❑ When the inquiry includes both NAM and DOB, hits are determined by an *exact* match on the month, day and year of birth followed by a phonetic encoding of the last name.
- ❑ In the case of hyphenated names, the server will automatically run the full name, separate the names and run them separately, then finally invert the full name and run it again.

NAME MATCHING IN KANSAS WARRANT FILE

- ❑ An inquiry on the Kansas Warrant File will search the DOB, plus or minus two years.
- ❑ Only two hits will display in their entirety. Any additional hits will be displayed by KIC number only at the bottom of the response.
- ❑ To obtain the additional responses a KQMW transaction must be completed utilizing the KIC number(s).

ARTICLE FILE

Stolen articles can be entered into the Article File if a theft report has been made and the following circumstances are met:

Any article valued at \$500 or more and having a unique manufacturer assigned serial number.



ARTICLE FILE

- ❑ *Office equipment, television sets and bicycles* may be entered regardless of value.
- ❑ If the total value of property taken in one theft exceeds \$5000, a record for any item in the theft report, regardless of value, having a unique manufacturer assigned serial number and/or owner applied number may be entered.



ARTICLE FILE

A record for any item in the theft report, regardless of value, having a unique manufacturer's assigned serial number and/or owner applied number may be entered if:

- ❑ The circumstances of the theft indicate there is a probability of *interstate movement*, or
- ❑ the *seriousness of the crime* dictates an entry should be made for investigative purposes.

ARTICLE FILE

Items not to be entered into this or any other file of NCIC:

- ❑ Stolen or lost credit cards,
- ❑ bank drafts,
- ❑ ATM cards, or
- ❑ checks, including cashier, certified, company, government (local, state & federal) bank officer, personal and U.S. Treasury.

ARTICLE FILE

To run an inquiry on an article you need the:

- ❑ type of article,
and the
- ❑ serial number and/or owner applied number.

A shortcut for the type code is “YTHING”, which checks all article entries regardless of type.

ARTICLE FILE

- ❑ A TYP field category code of “Q” has been established for Public Safety, Homeland Security and Critical Infrastructure items of identification (badges or other identity credentials).
- ❑ A person inquiry containing MNU, SOC, or OLN will cross search the SER Field of TYP ‘I’ and ‘Q’ Article File records. Matches will be returned as primary hits.

ARTICLE FILE

- ❑ A TYP field category code of “T” has been established for stolen toxic and/or hazardous article records.
- ❑ A TYP field category code of “Z” has been established for lost or stolen equipment, toxic or hazardous article records associated with Public Safety, Homeland Security and Critical Infrastructure.

ARTICLE FILE

- ❑ A hit alone is not probable cause to recover or seize property.
- ❑ Be sure everything matches exactly before going any further.
- ❑ Even if everything matches, the hit must still be confirmed with the entering agency.

BOAT FILE

- ❑ A boat is a vessel propelled on water by oars, sails, or an engine.



For NCIC purposes, jet ski, raft, or canoe would be classified as a boat.

BOAT FILE

Any stolen boat which has a registration number, document number, permanently attached boat hull serial number or owner applied number may be entered if a theft report has been made.



- ❑ Loaned, rented or leased boats not returned may be entered if a theft report is filed or a complaint results in the issuance of a warrant.

BOAT FILE

To run an inquiry on a boat you will need:

- ☐ Registration number
and/or
- ☐ Boat hull serial number

FOREIGN FUGITIVE FILE

- ❑ This file contains information on persons wanted in connection with offenses committed outside the United States.
- ❑ Records in this file can only be entered by the Royal Canadian Mounted Police or Interpol.



FOREIGN FUGITIVE FILE

- ❑ Canadian records contain information on persons wanted for violations in Canada and are based on Canadian warrants.
- ❑ Interpol records contain information on persons wanted by authorities in other countries.

FOREIGN FUGITIVE FILE

- ❑ The Royal Canadian Mounted Police (RCMP) is the only agency authorized to enter and update Canadian records.
- ❑ No arrest can be executed based solely upon a Canadian hit. The user is directed to contact RCMP to initiate an extradition warrant.



EXAMPLE OF A CANADIAN RECORD INQUIRY

1NO1HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19440410

Negative response:

1LO1HEADER

WA1230000

NO NCIC WANT DOB/19440410 NAM/SMITH, JOHN SEX/M RAC/W

Positive response:

1LO1HEADER WA1230000

WARNING - DO NOT ARREST BASED ON THIS INFORMATION

MKE/WANTED IN CANADA

ORI/BC00000000 NAM/SMITH, JOHN SEX/M RAC/W POB/TX DOB/19440410

HGT/510 WGT/175 EYE/BRO HAI/BRO

OFF/FRAUD - ILLEG USE CREDIT CARDS DOW/19981201 OCA/22789

ORI IS RCMP ANY PLACE BC 555 555-5555

NIC/W0000022525 DTE 19990102 0000 EST

REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON
THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA,
CANADA TEL NO. (555) 555-5555. IF SUBJECT IS
NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S.
IMMIGRATION AND NATURALIZATION SERVICE

FOREIGN FUGITIVE FILE

Other Foreign Fugitive File records may only be entered by INTERPOL based upon the following criteria:

- ❑ The wanting country has an outstanding arrest warrant that charges a crime which would be a felony if committed in the United States, and...
- ❑ the wanting country is a signatory to an extradition treaty/convention with the United States, or...
- ❑ the subject is wanted for a violent crime or is otherwise known to be violent, armed, or dangerous.

FOREIGN FUGITIVE FILE

- ❑ The Department of Justice (DOJ) is the contact point for the United States.
- ❑ A user receiving a hit will be advised to contact Interpol by way of the U. S. Department of Justice.



DOJ will then execute a U.S. arrest warrant.

EXAMPLE OF AN INTERPOL RECORD INQUIRY

1NO1HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19450123.
SOC/211004444

INQUIRY

DECEMBER 1999/NCIC 2000 7 FOREIGN FUGITIVE FILE

Negative response:

1LO1HEADER

WA1230000

NO NCIC WANT SOC/211004444

NO NCIC WANT DOB/19450123 NAM/SMITH, JOHN SEX/M RAC/W

Positive Response:

1LO1HEADER

WA1230000

WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD.

MKE/FUGITIVE FROM A FOREIGN COUNTRY

ORI/DCINTEROO NAM/SMITH, JOHN SEX/M RAC/W POB/CR DOB/19450123

HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK

OFF/KIDNAP ADULT FOR RANSOM DOW/19981001 OCA/RN-1234

MIS/WARRANT ISSUED BY COSTA RICA

ORI IS INTERPOL U.S. DOJ WASHINGTON DC 555 555-5555

NIC/W123456789 DTE 19981002 0000 EST

REPEAT - DO NOT ARREST BASED UPON NCIC RECORD WITH NIC/W123456789.

FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL,

U.S. DOJ, NLETS ORI/DCINTEROO, OR TEL NO. (555) 555-5555.

ALSO, IF THE SUBJECT IS NOT A U.S. CITIZEN, CONTACT THE

NEAREST OFFICE OF THE U.S. IMMIGRATION AND NATURALIZATION SERVICE

NO NCIC WANT SOC/211004444

FOREIGN FUGITIVE FILE

- ❑ Any agency that apprehends a person who is indexed in a Canadian record must place a locate message on the record after taking the individual into custody based upon the hit confirmation response from the RCMP.
- ❑ A record should not be placed in located status if the locating agency is outside of the extradition limitations as set forth in the record.
- ❑ Interpol records cannot be placed in a located status.

FOREIGN FUGITIVE FILE

- ❑ If the fugitive is not a U.S. citizen you should also contact the Bureau of Immigration and Customs Enforcement.



- ❑ I.C.E. will investigate the legality of the fugitive's entry into the United States.

GANG FILE

- ❑ Designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel.

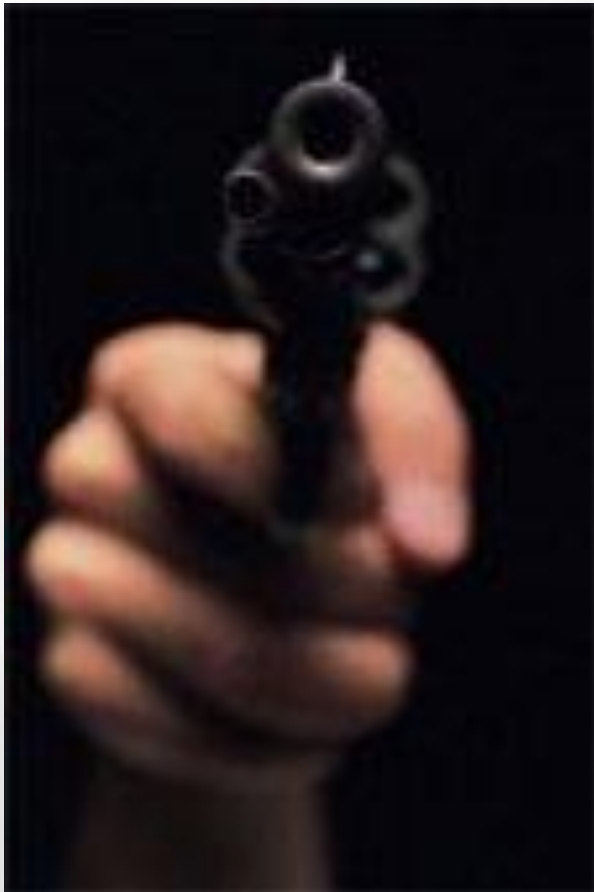


GANG FILE

The Gang File serves to:

- ❖ warn law enforcement of the potential dangers posed by violent organizations and individuals
 - ❖ promote the exchange of information about these organizations and members
 - ❖ facilitate criminal investigations.
-
- ❑ A positive hit on a person or organization is not probable cause for arrest.
 - ❑ This is an informational & officer safety file only.

GUN FILE



- ❑ A gun is a weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive.
- ❑ Any stolen firearm for which a serial number is known may be entered if a theft report has been filed.

GUN FILE

- ❑ A Taser is considered by NCIC to be a gun, but...
- ❑ BB guns and paint ball guns are NOT.

These may be entered in the Article File if the circumstances meet the entry criteria for that file.

GUN FILE

- ❑ A recovered (abandoned, seized or found) gun for which no stolen or lost report is on file may also be entered.
- ❑ A recovered gun is the documentation supporting the entry and must remain in the possession of the entering agency or be readily available for examination as long as the record remains in NCIC.

GUN FILE

- ❑ A lost or missing gun can also be entered providing the entering agency has supporting documentation.
- ❑ A record may also be entered for a weapon believed to have been used in the commission of a felony as long as this fact is documented in the case file and the location of the weapon is unknown.

GUN FILE

To run an inquiry on a weapon you need:

- ❖ Serial number only,
- ❖ Serial number and make,
- ❖ Serial number and caliber,
- or
- ❖ Serial number, make and caliber.

Negative Response:

1L01HEADER

WA1230000

NO RECORD SER/B512673 MAK/REM

Positive Response:

1L01HEADER

WA1230000

MKE/STOLEN GUN

ORI/MD1012600 SER/B512673 MAK/REM CAL/308

MOD/MOHAWK

TYP/RC DOT/19991205

OCA/12423143

MIS/BBL 28

NIC/G000039842 DTE/19991207 1400 EDT

ORI IS ANY CITY PD MD 301 555-1234

IMMED CONFIRM RECORD WITH ORI

IDENTITY THEFT FILE

- ❑ The Identity Theft File serves as a means for law enforcement to “flag” stolen identities and identify imposters when encountered.



- ❑ Identifying information entered in this file will be that of the victim, *not* the suspect.

IDENTITY THEFT FILE

When a victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the officer should complete an incident report and collect pertinent information from the victim to create a victim profile.



IDENTITY THEFT FILE

- ❑ Information is entered *only after* the victim signs a consent waiver. This waiver states that the victim gives permission for the information to be entered in the Identity Theft File.
- ❑ The waiver shall also include the victim's specific permission to use their social security number as part of the entry.

IDENTITY THEFT FILE
CONSENT DOCUMENT

As a victim of identity theft, I the undersigned, do hereby grant the Sheriff's Office/Police Department permission to enter my personal descriptors into the Federal Bureau of Investigation's Identity Theft File. This information may include, but is not limited to physical descriptors and identifying information including my name, date of birth, place of birth, social security number (optional), the type of identity theft and a password determined by me, when possible, or assigned by the entering agency in lieu of me selecting a password, for use in identification verification purposes. I am also providing permission to enter my photograph for this purpose.

I understand that this information is being submitted as part of an investigation, a crime of which I am the victim, and such information will be made available to entities having access to the Federal Bureau of Investigation's National Crime Information Center (NCIC) file for any authorized purpose(s). I am voluntarily providing this information for law enforcement and investigative purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than five years from the date of entry. I also understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration (NARA).

I understand that this is a legal document reflecting my intent to have personal data entered into the FBI's Identity Theft File. I understand that I am under penalty of perjury that the foregoing is true and correct. (See 28 U.S.C. 1466)

SIGNED _____ DATE _____

PPLEAD NAME _____

Permission to use Social Security Number: YES ☐ NO ☐ SOC _____

The Privacy Act of 1974 (5 United States Code 552a) requires that federal, state or local agencies inform individuals whose social security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority for such solicitation, and the uses which will be made of it. Accordingly, disclosure of your social security number is voluntary; it is being requested pursuant to 28 U.S.C. 534 for the purposes described above. The social security number will be used as an identification tool, consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.

Revised 12-07-06

IDENTITY THEFT FILE

- ❑ The waiver acknowledges that the victim may withdraw the consent by providing a written request to the entering agency.
- ❑ At that time, the record would be cancelled from the Identity Theft File.

IDENTITY THEFT FILE



- ❑ The victim shall select a password that can be readily recalled during any subsequent encounter with law enforcement personnel.
- ❑ The password may be up to twenty alphabetic, numeric or special characters.

IDENTITY THEFT FILE

- ❑ Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of deceased person information.
- ❑ If the person is deceased, agencies must enter the characters DECEASED in the PWD Field. The password DECEASED must never be used for a live victim.

UNIFORM ID THEFT TYPE CODES

- ❑ CFRD – Credit Card
- ❑ ACCT – Checking or Savings Account
- ❑ LOAN – Loans
- ❑ UTIL – Phones or Utilities
- ❑ INVT – Securities or Investments
- ❑ NETT – Internet or email
- ❑ GOVT – Government documents or benefits
- ❑ OTHR – Other (not meeting any of the above criteria)

IDENTITY THEFT FILE

Image Capability:

- ❑ A photo may be used as an additional form of identification for the victim.
- ❑ When the image is appended, it must be clearly specified to be that of the victim and not of an offender.



IDENTITY THEFT FILE

- ❑ A person inquiry will automatically search the Identity Theft File.
- ❑ A positive response should be considered along with additional information or circumstances surrounding the encounter BEFORE the officer takes action.

IDENTITY THEFT FILE

- ❑ The officer should be aware that the individual should not be arrested or detained based solely upon the information provided in the response from the Identity Theft File.



Positive Response:

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY THEFT VICTIM. VERIFY THAT THE SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19511012
DOE/20040519 HGT/601 WGT/202 EYE/BRO HA/BRO SKN/ALB SMT/SC R HND
FPC/121011CO141159TTCH13 MNU/AS-326141811 SOC/212665660
OCA/123456

MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD

PWD/TOPGUN RT/CFRD DOT/20041015
ORI IS ANY CITY PD 410 555-5555
NIC/J123456789 DTE/20050505 1400 EST

PASSWORD

*****WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.*****

IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes image information, the following caveat for images will be included after the initial warning caveat:

ATTENTION - THE FOLLOWING MUGSHOT IS ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE MUGSHOT SPECIFIES THE VICTIM AND NOT THE OFFENDER.

IDENTITY THEFT FILE

- ❑ If the person inquired upon does not appear to be identical with the subject of the Identity Theft File record and/or does not know the password, the inquiring agency must then contact the ORI to confirm the record information prior to taking any official action based on the record information.
- ❑ The subject of the inquiry may be the identity thief, and the location of the subject could be beneficial to the identity theft case of the entering agency.

IDENTITY THEFT FILE

- ❑ There are no locate procedures for the Identity Theft File.
- ❑ If the identity of the thief is known and an arrest warrant has been issued, the agency should enter the suspect in the Wanted Person File and include the victim information in the Stolen/Fraudulent (S/F) identifier record fields of the wanted person entry.

INTERSTATE IDENTIFICATION INDEX (III)



- ❑ The III Program provides for the exchange of criminal history record information. Each record shall be supported by a readable, clear criminal fingerprint submission from each state bureau.
- ❑ The III provides a means of conducting national criminal history record searches for criminal justice purposes.

QH & QR

- ❑ III is a two part inquiry...if a subject has a criminal history record.
- ❑ The first is a “QH” inquiry to determine if a III record might exist for a given individual.
- ❑ This inquiry will be made upon the subject’s name, date of birth, sex and race.
- ❑ Other optional identifiers that may be utilized in the QH query include the SOC, MNU, FBI/UCN and/or SID number.

QH & QR

A QH inquiry will result in 1 of 3 responses:

- ❖ No record found,
- ❖ An FBI/UCN (Universal Control Number),
or
- ❖ A State ID Number (SID) number.

III RESPONSE

A “no record” response to a QH query does not absolutely mean there is no criminal history record associated with your subject.

- ❑ For subjects with a DOB earlier than 1-1-56, there is a slight possibility that a record exists but is not indexed in III.
- ❑ Fingerprints may be submitted to the FBI for a manual search.

A positive response to a “QH” will include all physical identifiers for the subject along with the FBI/UCN number and any SID number(s) associated with the individual’s various arrests as reported to the FBI via the submission of the arrest fingerprints.

QH & QR

- ❑ Following a positive response to the QH query, the “QR” formatted screen must be utilized to retrieve the specific Criminal History Record Information (CHRI) utilizing the FBI/UCN number or a SID number that was returned.
- ❑ A QR query by SID number retrieves only that state’s criminal history record for the subject.

QH & QR

- ❑ If the subject inquired upon is found to have a record included in any state(s) Computerized Criminal History (CCH) database, a query by the FBI/UCN number will prompt NCIC to spawn a message to those specific state(s).
- ❑ Remember...A subject's complete Criminal History Record Information (CHRI) will only be available once each state has responded following a "QR" inquiry.

AUTHORIZED PURPOSES OF III

- ❑ Official duties in connection with the administration of criminal justice, including the screening of non-employees providing contractual services (i.e.; building repair and maintenance contractors). (PUR/C)
- ❑ Records check investigation for prospective criminal justice agency employees, IT contractor employees and paid interns. (PUR/J)
- ❑ Release/Return of firearms. (PUR/F)
- ❑ Public Housing Authorities. (PUR/H)

AUTHORIZED ACCESS BY A COURT

Jury Lists

- ❑ As most jurisdictions have legal prohibitions preventing accused and/or convicted felons from serving on a jury, a federal or state **CRIMINAL** court is authorized to utilize III to check the truthfulness of the responses appearing on the jury qualification forms to insure the integrity of the judicial system.

ARTICULATE SUSPICION

The FBI expressed the following:

“The screening of a particular population in the absence of a particularized suspicion, in an effort to detect prohibited persons or criminal activity, is not considered detection and is unauthorized”.

- ❑ Based on this information, running a III on a traffic stop, with no reasonable suspicion of current criminal activity, is a violation of III policies and procedures.
- ❑ Any officer is able to use III as long as he/she is able to “articulate” the reason for requesting the record.

III & PROBABLE CAUSE

- ❑ III may be used to enhance investigations of possible current criminal activity and bolster *previously established* reasonable suspicion and/or probable cause.
- ❑ III cannot be used to generate reasonable suspicion or probable cause.

USE OF THE III ATTENTION FIELD

- ❑ The full first and last names of the requesting party must be shown in the Attention Field on all III inquiries.
- ❑ The requesting party's full name must be followed by a slash or a dash and the last three characters of the terminal operator's UserID in the Attention Field, even if the requesting party and the operator making the inquiry are one and the same.

Example:

Attention Field (ATN) : Randy Moon/JLD

Attention Field (ATN) : Carla Boesker/CJ4

USE OF THE III REASON FIELD

- ❑ A *clear and specific reason* for accessing criminal history information must be included in the Reason Field of each and every III inquiry.
- ❑ For a purpose code “C” inquiry, a *criminal investigation case number* may be entered as the reason. In the absence of an appropriate case number however, clearly spell out the reason.

USE OF THE III REASON FIELD

- ❑ The words “investigation”, “criminal history” and “interdiction” are non-specific and are not acceptable.

A more specific reason explanation is required, such as:

- ❖ robbery investigation
- ❖ drug investigation
- ❖ inmate classification
- ❖ inmate mailing list
- ❖ inmate visitors list
- ❖ packing an (NCIC or Kansas Warrant File) entry
- ❖ building maintenance/repair contractor employee

USE OF THE III REASON FIELD

Acceptable reasons for purpose code “J” inquiries would include but, are not limited to:

- ❖ criminal justice employment
- ❖ law enforcement agency maintenance employee
- ❖ agency IT department (or IT contract company) employee
- ❖ police department paid intern

UNAUTHORIZED USES OF III



YOU MAY NOT USE III FOR:

UNAUTHORIZED USES OF III

Non criminal justice employment backgrounds:

- ☐ City employees
- ☐ County employees
- ☐ CASA volunteers
- ☐ School district employees
- ☐ Hunter safety instructors
- ☐ Little league coaches
- ☐ Jewelry stores, banks, Wal-Mart, etc.

UNAUTHORIZED USES OF III

Licensing purposes:

- ☐ Cereal malt beverage license
- ☐ Day care providers
- ☐ Taxi drivers
- ☐ Dancers or employees of clubs
- ☐ Unarmed private security guards
- ☐ Door to door sales people
- ☐ Bondsmen

UNAUTHORIZED USES OF III

Elected officials, political appointees or candidates for public office such as:

- ❑ Mayors
- ❑ County commissioners
- ❑ City council members
- ❑ School district board members

UNAUTHORIZED USES OF III

Personal or curiosity checks:

- ☐ You cannot review your own record in III
- ☐ Ex-wife or her current boyfriend
- ☐ Your current girlfriend/boyfriend/fiancé
- ☐ Relatives or former/current in-laws
- ☐ Just anybody who upsets you
- ☐ Just because you can

UNAUTHORIZED USES OF III

- ❑ Private Investigators
- ❑ Privately retained or appointed attorneys
- ❑ Public Defenders
- ❑ Voter Lists

UNAUTHORIZED USES OF III

A letter sent to a senior judge in Kansas from the FBI states:

“In instances in which the prosecuting authority has not, for its own use, accessed III to obtain CHRI about the defendant or witnesses, a court cannot order the prosecutor or law enforcement agency to obtain and disseminate the III-derived CHRI to the defense counsel.”

“A court order to a sheriff or prosecuting attorney’s office requiring production of previously un-accessed federal CHRI is a violation of federal law and must not occur.”

ACCESS VIA COURT ORDER

- ❑ In such circumstances, the Court's order must be directed to the FBI CJIS Division.
- ❑ The mailing address for the order is:

Criminal History Analysis Team 1
BSS, CJIS Division
1000 Custer Hollow Road
Clarksburg, WV 26306

ACCESS VIA COURT ORDER

The order to the FBI must be the original, must be signed by the judge, and must include the following information:

- ❖ Complete name and date of birth of the subject of the record.
- ❖ Typed name of the judge.
- ❖ Name and address of the court.
- ❖ The ORI of the court.

ACCESS VIA COURT ORDER

- ❑ Upon receipt of the order, the FBI will conduct a search for any record pertaining to the subject(s) of the order and will forward any record(s) to the court at no cost.
- ❑ The record(s) returned to the Court will be accompanied by a letter requesting the Court to review the CHRI prior to providing it to the defense counsel and/or prosecuting attorney to insure that it is relevant to the matter before the court.

DISSEMINATION OF CHRI

- ❑ Dissemination simply means the sharing of CHRI with another person or agency.
- ❑ You may share the information with other authorized members of YOUR AGENCY, or your served agencies, without creating any additional paperwork.



DISSEMINATION OF CHRI

- ❑ If you share the information with any authorized person outside of your agency, or served agencies, you shall maintain a secondary dissemination log.
- ❑ If you make a copy of the III that you received the secondary dissemination log shall indicate that a copy was made and the disposition of any/all copies.
- ❑ Secondary dissemination logs shall be maintained for a minimum of three years.

NON-CRIMINAL JUSTICE DISSEMINATION



You are not allowed to conduct queries for, or release III information to, non-criminal justice requestors.

DISSEMINATION BY VOICE

❑ Voice dissemination of CHRI may be used when an officer determines that there is an immediate need for this information to further an investigation, or there is a situation affecting the safety of an officer or the general public.



❑ This includes any electronic device that uses wireless or radio technology to transmit voice information, such as radios, cellular phones (text messaging prohibited) and cordless phones.

DISSEMINATION BY VOICE

- ❑ Codes to disguise the routine transmission of non-conviction and arrest CHRI information shall be used.

DISSEMINATION VIA MDC'S

Mobile Data Computers are allowed to access detailed III/CHRI information, if approved by the individual agency.



DISSEMINATION VIA E-MAIL

Criminal Justice Information (CJI) (III, KS CCH, DMV records, etc.) may be transmitted when both the sending and receiving e-mail boxes belong to one of the approved domains (such as leo.gov).



DISSEMINATION VIA E-MAIL

- ❑ Agencies are allowed to e-mail CJI (Criminal Justice Information) within their own network (i.e.; anytownpd.org, anycountysheriff.com, etc.) when the network is under the full management control of the agency without encrypting the data.
- ❑ Any web based e-mail accounts, Gmail, Hotmail, Yahoo, etc., cannot be utilized for transmitting sensitive data as the agency would not possess the management control of the e-mail domain.

DISSEMINATION VIA E-MAIL

- ❑ Agencies are allowed to e-mail CJI from one agency to another IF the sending agency can ensure they are utilizing an encryption program approved by your technical security auditor.
- ❑ There is no guarantee the receiving agency will possess the corresponding program necessary to unencrypt the message or attachment.
- ❑ A user shall be confident that such an encryption program is in use or err on the side of caution and NOT e-mail any CJI.

DISSEMINATION VIA FAX MACHINES

- ❑ Criminal Justice Information (CJI) may be transmitted by fax if both the sending and receiving agencies have valid criminal justice ORI's.
- ❑ Internet or wireless fax transmissions are allowed as long as the encryption standards applied to e-mailing are met.
- ❑ The receiving agency should be contacted prior to transmission to ensure the fax machine is secure and an authorized user is present to receive the sensitive information.

PENALTIES FOR ABUSE OF CHRI

- ❑ K.S.A. 22-4707 Restrictions on dissemination of criminal history record information; penalties (c) In addition to any other remedy or penalty authorized by law, any individual violating or causing a violation of the provisions of this section shall be deemed guilty of a class A non-person misdemeanor. If the person is employed or licensed by a state or local governmental agency a conviction shall constitute good cause to terminate employment or to revoke or suspend a license.
- ❑ K.S.A. 21-6002 Official misconduct, a class A non-person misdemeanor.

** These penalties include the misuse of DMV files.*

PENALTY FOR THE ABUSE OF INFORMATION FROM III

U.S. Federal code –

Title 28 (part 20) (subpart b):



Any agency or individual violating the dissemination regulations for criminal history record information received from the criminal justice information system shall be subject to a fine not to exceed \$11,000.

DESTRUCTION OF CHRI PRINTOUTS

When a printout is of no further use, the record must be destroyed by shredding or burning.



AUDIT AWARENESS

All transactions are recorded and logged electronically.

Review of these transactions are part of the audit process at both state and federal levels.



IMAGE FILE

Images are associated with NCIC records to assist in identifying a person or property.



IMAGE FILE

- ❑ Person files may be modified to include images such as mug shots, signatures and identifying images (i.e. tattoos or scars).
- ❑ Property files may be modified to include identifying images (i.e. boat, vehicle, airplane, vehicle part).

*All modifications must be made by a full access user.

IMMIGRATION VIOLATOR FILE

- ❑ The Immigration Violator File contains records on criminal aliens who have been deported for drug trafficking, firearms trafficking, or serious violent crimes and on foreign-born individuals who have violated some section of the Immigration and Nationality Act.
- ❑ The Bureau of Immigration and Customs Enforcement (ICE) will enter the data into one of the 3 available categories.



IMMIGRATION VIOLATOR FILE

The 3 categories are:

- ❑ Deported Felon Category - contains records for previously deported felons convicted and deported for drug or firearms trafficking or serious violent crimes.
- ❑ Absconder Category - contains records for individuals with an outstanding administrative warrant of removal from the U.S. who have unlawfully remained in the U.S.
- ❑ National Security Entry-Exit Registration System (NSEERS) Category - contains records of individuals with an outstanding administrative warrant for failure to comply with the national security registration requirements.

LICENSE PLATE

- ❑ A uniquely-numbered stolen license plate can be entered only if a theft report has been made.
- ❑ In a 2 plate state where only one plate is reported as stolen, the entering agency can make an entry only after getting the reporting party's assurance that the remaining plate will not be displayed on their vehicle. If only one plate of a set is stolen, a notation of this fact must be made in the miscellaneous field of the entry (i.e. "rear plate only").
- ❑ An inquiry on a license plate will search ALL files containing license plate data (including person files).

MISSING PERSON

A missing person record may be entered as one of the following:

1. EMD - Disability (senile, physical or mental)
2. EME - Endangered (physical safety in danger)
3. EMI - Involuntary (abduction, kidnapping, etc.)
4. EMJ - Juvenile: a person who is missing and not declared emancipated as defined by laws of his/her state of residence and does not meet any of the criteria set forth in categories 1, 2, 3, or 5.

MISSING PERSON

5. EMV - Catastrophe (missing after a catastrophe)
6. EMO - Other: a person not meeting the criteria for entry in any other category who is missing, and...
 - (a) for whom there is reasonable concern for his/her safety,
 - or-
 - (b) a person who is under age 21 but is declared emancipated by the laws of his/her state of residence.

MISSING PERSON

- ❑ Entry of emancipated missing person (Adult)
- ❑ A record for a missing person who is over the age of 21 (18 years of age in Kansas) may be entered provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. Written documentation will aid in the protection of the individual's right to privacy.
- ❑ This written documentation must be kept in the case file. In the absence of such, a signed report by the investigating officer will suffice.

MISSING PERSON

- ❑ Entry of an un-emancipated person (Child)
- ❑ NCIC policy requires missing juveniles be entered immediately, as soon as the minimum information is obtained to make an entry, not to exceed 2 hours.
- ❑ The two hour timeframe begins as soon as the officer clears the scene.

MISSING PERSON

- ❑ Kansas Statute 75-712(c) requires ALL missing persons be entered as soon as practical.
- ❑ Per Audit Standards, an entry shall be made as soon as the minimal mandatory identifiers* are available, regardless of age, not to exceed two hours.

*Mandatory identifiers include MKE, ORI, NAM, SEX, RAC, DOE (as required), HGT, WGT, EYE, HAI, MNP, DLC, and OCA.

MISSING PERSON – PWI

- ❑ A Person With Information (PWI) may be appended to an endangered (EME) or involuntary (EMI) missing person entry if the person may possess relevant information which may lead to locating the missing person.
- ❑ There may be a maximum of two individuals named in a single record as Persons With Information.
- ❑ The PWI capability may only be used when the rules and conditions within the manual have been met and only after information regarding the PWI has been disclosed to the general public through the issuance of an Amber Alert or other formal public notification.

MISSING PERSON

- ❑ Vehicle and/or license plate data may be appended only if the entering agency has reasonable grounds to believe that person may be operating or is a passenger in the vehicle or a vehicle bearing that license plate.

MISSING PERSON

- ❑ When sending a Hit Confirmation Request for a missing person you will need to ascertain from the entering agency if they want the person detained or released.
- ❑ This information is mandatory for the locate message.
- ❑ The complete missing person record, including all supplemental data, is automatically retired when a locate message is placed on the record. Originating ORI is notified by a \$.L. administrative message.

MISSING PERSON

- ❑ A Missing Person record is retained indefinitely until action is taken by the originating agency to clear or cancel the record, unless a locate is placed on the record.
- ❑ Agencies are not permitted to remove Missing Person records unless documentation is provided to support removal (i.e. removing someone due to age is not permitted).

Negative Response:

1LO1HEADER

WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W

Positive Response (with supplemental records):

1LO1HEADER

WA1230000

MKE/MISSING PERSON JUVENILE

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19891012

DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO SKN/FAR

SMT/SC R HND

SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234

MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT

BLT/OPOS CRC/C FPA/N BXR/P

JWT/PK NE

JWL/GOLD CROSS ON CHAIN

ORI IS ANY CITY PD MD 301 555-1212

DOB/19881012

DOB/19891210

AKA/ROE, EDWARD

AKA/JONES, EDWARD

SMT/CAUL L EAR

SMT/TAT R ARM

DENTAL CHARACTERISTICS

DXR/Y MPA/N DRE/INDIVIDUAL HAS NO DECAY

ALL 32 PERMANENT TEETH ARE PRESENT; NO TEETH ARE DECAYED;

NO TEETH HAVE BEEN RESTORED; AND THERE ARE NO UNUSUAL CHARACTERISTICS.

NIC/M000069216 DTE/19991201 1245 EST

IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN
INTERSTATE COMPACT ON JUVENILES

NICS FILE

- ❑ NICS was developed in response to the enactment of *The Brady Handgun Violence Prevention Act of 1993* (*Brady Act*).
- ❑ This act **initially** mandated an instant criminal background check for firearm purchase eligibility determinations only.
- ❑ Recent changes **now** provide for these checks prior to disposing of or returning a recovered or confiscated firearm currently in law enforcement possession.

NICS FILE

- ❑ NICS is an investigative tool to assist law enforcement agencies in making better informed decisions regarding an individual's eligibility to receive firearms in accordance with federal and state law.
- ❑ All subject records submitted to the NICS Index are predetermined to be firearm prohibiting by the record-contributing agency prior to their entry into the database.
- ❑ A valid name and descriptor-based match with a NICS entry provides the inquiring agency with immediate grounds to deny the firearm transfer.

NICS FILE

When a NICS background check is initiated, a search of the following national databases is conducted:

- ❖ National Crime Information Center (NCIC)
- ❖ Interstate Identification Index (III)
- ❖ NICS Index
- ❖ Immigration & Customs Enforcement (IAQ)
when non-U.S. citizenship information is provided

NICS FILE

In Kansas, A NICS Background Check is initiated through NCIC, via the QNP message key.

The screenshot shows a software window titled "QNP - QUERY ALL NICS RECORDS". The window contains three main sections: "Header Information", "Required Information", and "Identifying Information".

Header Information

- ORI [Text Field]
- Control Field [Text Field]

Required Information

- * Name (NAM) [Text Field]
- * Sex (SEX) [Dropdown Menu]
- * Race (RAC) [Dropdown Menu]
- * Date of Birth (DOB) [Text Field]
- * Residence State (SOR) [Dropdown Menu]
- * Purpose (PUR) [Text Field]

Identifying Information

- E.F. License # (FFL) [Text Field]
- S.F. License # (SFL) [Text Field]
- State Transaction # (STN) [Text Field]
- Attention (ATN) [Text Field]
- Citizenship (CTZ) [Text Field]
- Country of Citizenship (COC) [Text Field]
- Country of Citizenship (COC) [Text Field]
- Country of Citizenship (COC) [Text Field]
- Exception Documentation Code (EXC) [Text Field]

QNP RESPONSE – NCIC HIT

- This sample QNP response shows NCIC generated a hit.
- If deemed a “valid” match, an agency should review the record, conduct any outreach, etc., in order to determine if a state or federal firearm prohibition exists.

NAM/GRUDGE, KAREN A SEX/F RAC/W DOB/04/30/1989
SOC/123-00-4567 SOR/KS

STATESEARCHRESPONSE-- COMPLETE

NCIC - HITS
III - NO RECORDS FOUND
NICS - NO RECORDS FOUND

NTN/XXXX-XXX

===== N C I C ===== (1 OF 1)

MKE/PROTECTION ORDER
NAM/GRUDGE, KAREN A
SEX/F RAC/W POB/WV DOB/19890430
HGT/506 WGT/120 EYE/BLU HAI/BR0
BRD/Y ISD/20151201 EXP/NONEXPIRING
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING,
THREATENING, ABUSING,
PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE
PROTECTED PERSON AND/OR
PCO/THE CHILD OF THE PROTECTED PERSON.
PCO/02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE
PROTECTED PERSON'S FAMILY.
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE
RESIDENCE, PROPERTY,
PCO/ OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR
OTHER FAMILY .
PCO/05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY
COMMUNICATION WITH THE
PCO/PROTECTED PERSON INCLUDING BUT NOT LIMITED TO,
PERSONAL, WRITTEN, OR
PCO/TELEPHONE.
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR
PURCHASING A FIREARM
PCO/OR OTHER WEAPON.
SSN/123-00-4567
ORI/KS00680000 FBI/12345XXX3
PNO/10DVXXX938 CTI/KS0XXXXX3J
NIC/H06XXXXX16

QNP RESPONSE – III HIT

- This sample QNP response shows III generated a hit.
- If deemed a “valid” match, an agency should obtain and review the criminal history record in order to determine if a state or federal firearm prohibition exists.

NAM/O'SHEA, RICK SEX/M RAC/W DOB/11/15/1968
SOC/ 111-00-3333 SOR/KS

STATESEARCHRESPONSE-- COMPLETE

NCIC – NO RECORDS FOUND
III - HITS
NICS - NO RECORDS FOUND

NTN/XXXX-XXX

===== I I I =====

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE
RESULT OF YOUR
INQUIRY ON NAM/O'SHEA RICK SEX/M RAC/W DOB/19681115
PUR/22

NAME	FBI NO.	INQUIRY DATE
O'SHEA, RICK	123456XX7	2016/06/07

SEX	RACE	BIRTHDATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE
M	W	1968/11/15	510	190	BLK	BLK	KS

SOCIAL SECURITY
111-00-3333

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE
FROM THE
FOLLOWING:

FBI	- FBI/123456XX7	- UNKNOWN
VIRGINIA	- STATE ID/VA12XX567	- UNKNOWN

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE
IDENTIFICATION
INDEX BY USING THE APPROPRIATE TRANSACTION.

NICS-END

QNP RESPONSE – NICS INDEX HIT

- This sample QNP response indicates NICS generated a hit.
- If, based on the comparison of name and descriptive data, the prospective firearm transferee is deemed a “valid” match to the subject of the NICS Index record, the transaction can be denied.

NAM/DEBANKS, ROB SEX/M RAC/W DOB/08/21/1978
SOC/292-00-6543 SOR/KS

STATESEARCHRESPONSE--COMPLETE

NCIC - NO RECORDS FOUND

III - NO RECORDS FOUND

☐ NICS - HITS

NTN/XXXX-XXX

NICS RESPONSE DATA:

===== NICS INDEX =====

NICS RESPONSE DATA:

RECORD FOUND BY: PRIMARY NAME

NRI: 1234567890 STATUS: ACTIVE EXPIRATION DATE: N/A

PCA: D - Adjudicated Mental Defective/Committed to a Mental Institution

NAM: DeBanks, Rob

SEX: M RAC: W HGT: N/A WGT: N/A EYE: N/A HAI: N/A

POB: KS SOR: N/A

DOB: 08/21/1978

SSN: N/A

AKA: N/A

SMT: N/A

MNU: N/A

MIS: No additional descriptive information available

ORI: KS02402X5 OCA: 41600620XXXX

DNY: N/A

DATA-SRC: KS

ARI: KSC022122

CREATED-DATE: 05/19/2011

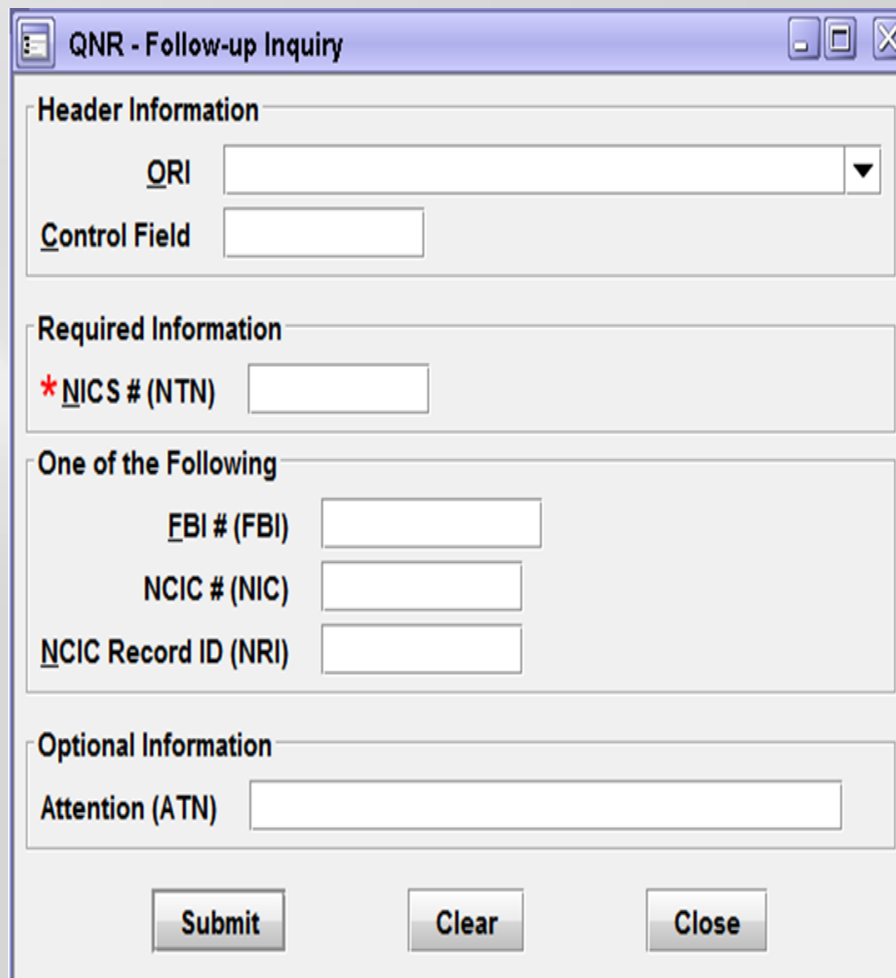
UPDATED-DATE: 05/19/2011

NICS-INDEX-END

NICS-END

QNR FOLLOW-UP INQUIRY

When an agency determines their subject's name and descriptive information to be a valid match with the name and descriptive information of a III criminal history record, the agency should obtain the record and review to determine if any state or federal firearm prohibitions exist. This is done by conducting a QNR transaction.



The screenshot shows a web-based form titled "QNR - Follow-up Inquiry". The form is organized into four sections: Header Information, Required Information, One of the Following, and Optional Information. The Header Information section contains a dropdown menu for "ORI" and a text input field for "Control Field". The Required Information section contains a text input field for "* NICS # (NTN)". The One of the Following section contains three text input fields for "FBI # (FBI)", "NCIC # (NIC)", and "NCIC Record ID (NRI)". The Optional Information section contains a text input field for "Attention (ATN)". At the bottom of the form are three buttons: "Submit", "Clear", and "Close".

QNR - Follow-up Inquiry	
Header Information	
ORI	<input type="text"/>
Control Field	<input type="text"/>
Required Information	
* NICS # (NTN)	<input type="text"/>
One of the Following	
FBI # (FBI)	<input type="text"/>
NCIC # (NIC)	<input type="text"/>
NCIC Record ID (NRI)	<input type="text"/>
Optional Information	
Attention (ATN)	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>	

AUDIT AWARENESS

Any agency conducting QNP transactions will be audited for their NICS usage and access. The OCA and NICS Transaction Number (NTN) are utilized during the audit process by the CJIS Audit Unit and should be maintained with the agency's case file or transaction log.

QNP TRANSACTION LOG								
AGENCY:				ORI:				
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								
DATE:	PUR/	ATN/	OCA/	NAM/DOB:	NTN/	REA/	INFO	INITIALS:
AGENCY:								

PURPOSE CODE (PUR/)	ATTENTION (ATN)	REASON (REA)	INFO RELEASED:
22 - RETURN OF HANDGUN	FULL FIRST AND LAST NAME OF REQUESTOR FOLLOWED	RO/ RELEASED TO OWNER	NRF (NO RECORD FOUND), III, NCIC, NICs
23 - RETURN OF LONG GUN	BY A SLASH OR DASH AND THE LAST THREE CHARACTERS	RF/RELEASED TO FAMILY MEMBER	
24 - RETURN OF OTHER	OF OPERATORS USERID	RX/RELEASED TO "OTHER"	

NICS DENIED TRANSACTION FILE

- ❑ The Advisory Policy Board has created the National Instant Criminal Background Check System (NICS) Denied Transaction File (NDTF).
- ❑ The file will contain records on individuals who have been determined to be prohibited persons per the Brady Act and, thus, denied a firearms purchase as a result of a NICS background check.
- ❑ NDTF records are available in NCIC for 180 days from the Date of NICS Denial at which time the NDTF records will be purged.

NICS DENIED TRANSACTION FILE

- ❑ Entries will be accomplished via an interface managed by the FBI based upon a NICS denial.
- ❑ The file may be inquired upon via a “QND” transaction but these records will not be provided in response to any other inquiries.
- ❑ These records will, however, be returned as part of the entry and modification acknowledgements to other person records.

ORI FILE

- ❑ This file gives users the capability to inquire upon an ORI to see to which agency it is assigned and/or to obtain an agency's complete address and telephone number.
- ❑ Agencies are able to modify their own agency address and telephone number in this file.



PROTECTION ORDER FILE



- ❑ The Protection Order File (POF) contains court orders, civil or criminal, that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person.
- ❑ Each entry in this file must be supported by a valid court order.

PROTECTION ORDER FILE

Kansas courts may issue six types of protection orders to include:

- ❑ Protection From Abuse (PFA)
- ❑ Protection From Stalking (PFS)
- ❑ Temporary Restraining Orders (TRO)
- ❑ “No Contact” or “Keep Away” orders in both criminal & civil cases, and...
- ❑ General Injunctions.

PROTECTION ORDER FILE

- ❑ The types of orders issued and the information contained in them vary from state to state.
- ❑ Valid orders issued by other states shall be given full faith and credit and fully enforced in Kansas.
- ❑ Reasonable notice and opportunity to be heard must be given to the person against whom the order is sought before a final Protection From Abuse order can be issued.

FIREARMS PROHIBITION

The Protection Order File has two immediate indicators to identify whether a subject is prohibited from the receipt or possession of a firearm:

- ❑ The **Brady Indicator (BRD) field** is to be utilized when the subject is prohibited under Federal Law 18, USC 922,

or...

- ❑ the **Protection Order Condition (PCO) code 07** shall be applied when the subject is state prohibited.

BRADY INDICATOR

- ❑ If the order meets the Brady criteria, the BRD field is to be set to “Y” (Yes, subject is disqualified).
- ❑ If the order does not meet the Brady criteria, the BRD field is to be set to “N” (No, not disqualified).
- ❑ The BRD indicator of “U” (Unknown) is utilized when a determination cannot be made regarding a federal prohibition.

PROTECTION ORDER CONDITION (PCO) CODE 07

- ❑ This provision is indicated when the court checks the box under “Other Provisions” on the court order form indicating “Defendant shall surrender any firearms to...” and/or includes wording to this effect in the order.

MILITARY PROTECTIVE ORDER (MPO)

The NCIC Protection Order File has been expanded to allow for MPOs. The Protection Order Condition (PCO) of 08 will be assigned with a mandatory caveat in the Miscellaneous Field (MIS) of:

“THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).”

NCIC RECORD RETENTION

- ❑ Inactive protection orders (cleared or expired) remain in the file for the remainder of the year in which the record is cleared or has expired plus five additional years.
- ❑ Inactive protection orders can be retrieved using a “QPO” query.

EXAMPLE OF A QW USING NAME OF PROTECTED PERSON

1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19710101

Negative Response:

1L01HEADER

MD0100010

NO NCIC WANT DOB/19710101 NAM/SMITH, JANE L SEX/F RAC/W

Positive Response: (with supplemental information)

1L01HEADER

MD0100010

****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER****

****THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR
POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION
922)****

MKE/PROTECTION ORDER

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/1971010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/FAR SMT/SC L EAR
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995

PNO/P012345 BRD/Y ISD/19980728 EXP/19990728 CTI/MD056013J

PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101

PCO/THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,
PCO/SHCOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER
PCO/FAMILY OR HOUSEHOLD MEMBER

OCA/14-017289

MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION

LIC/ABC123 LIS/MD LIY/2000 LIT/PC

VIN/2G2PM37A2G2208042 VYR/1992

VMA/DODG VMO/INT VST/4T VCO/BLK

ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555

PCO/THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A

PCO/FIREARM OR OTHER WEAPON

NIC/H146203706 DTE 19980728 0000 EDT

SECURITIES FILE

- ❑ Serially-numbered identifiable securities that have been stolen, embezzled, used for ransom or counterfeited may be entered.



SECURITIES FILE

- ❑ Cash, stocks, bonds, money orders, travelers checks and bait money are examples of items that can be entered into the Securities File.
- ❑ Personal checks, cashiers checks, lost or stolen credit cards, food stamps and lottery tickets are examples of items that do not meet the definition for entry.

NATIONAL SEX OFFENDER REGISTRY



- ❑ Certain offenders must report regularly to the Sheriff's Office, in the offender's county of residence, for the purpose of meeting the requirements of the Sex Offender Registration and Notification Act (SORNA) and the Kansas Offender Registry program.
- ❑ This *“registration”* process is not the same as an *“NCIC entry”*.

NATIONAL SEX OFFENDER REGISTRY

- ❑ Only the registered Sex Offenders are to be entered in this file of NCIC.
- ❑ Any Sex Offender required to register under the Kansas Offender Registry Program (KORA) has met the NCIC criteria for entry.

NATIONAL SEX OFFENDER REGISTRY

- ❑ A standard QW inquiry searches the NSOR File in addition to other “persons” type NCIC files, but retrieves only active records.
- ❑ A QXS inquiry restricts the search to only the NSOR file. However, it will retrieve records that are in an active, expired or inactive status. A “QXS” transaction can not be conducted using the NIC number.

NATIONAL SEX OFFENDER REGISTRY

- ❑ The officer should be aware that the individual should not be arrested or detained based solely upon the information provided in the response from the National Sex Offender Registry.



EXAMPLE OF QXS FOR INQUIRY

1N01HEADER.QXS.MD0100010.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19620530

Negative Response:

101HEADER

MD0100010

NO NCIC SEXUAL OFFENDER FILE NAM/SMITH, JOHN DOB/19620530

Positive Response:

1101HEADER

MD0100010

*** SEXUAL OFFENDER REGISTRY INFORMATION ***

THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X123456789
IS REGISTERED AS A CONVICTED SEXUAL OFFENDER. DO NOT SEARCH, DETAIN,
OR ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION
VIOLENT TENDENCIES

ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/M POB/MD DOB/19620530

HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A SKN/ALB

SMT/SC R HND

FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/1999

ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON

CON/19810510 PLC/MD AOV/12 SOV/M DNA/N

OCA/92312665

MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN

MIS/WEAPON USED WAS STRAIGHT RAZOR

MIS/ADDITIONAL CHARGES OF KIDNAPING AND SEX ASSAULT - MINOR

MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM

MIS/MD ST BUREAU OF PRISONS 301 555-1234

ORI IS RIVERBEND FERRY MD

ADDRESS - 112 ELM STREET

SILVER CITY, MD 99999 301 555-1234

COUNTY - ESSEX

PHONE - 301 555-5555

NIC/X123456789 DTE/19990930 0430 EDT

***** END OF SEXUAL OFFENDER REGISTRY INFORMATION *****

PROTECTIVE INTEREST FILE (PIF)

- ❑ This file was originally intended to aid the U.S. Secret Service in its effort to protect the President and other dignitaries.
- ❑ Certain local, state and federal agencies are now able to also enter records into this file.



PROTECTIVE INTEREST FILE

- ❑ Only law enforcement agencies with a protective mission as specified within municipal, state or federal statutes, regulations or other appropriate legal authority may enter and update records in this file.
- ❑ A record may be entered into this file for an individual for whom the authorized agency reasonably believes, based on its investigation, may pose a threat to the physical safety of a protectee or their immediate family.

PROTECTIVE INTEREST FILE

- ❑ This file provides a tracking system for those individuals who may pose a threat to a protected person and advises of criminal activity that may be related to one of the protected persons.
- ❑ PIF records will be provided in response to both wanted person and vehicle inquiries.
- ❑ A hit upon a record will contain warning caveats unique to the source of the entry.

PROTECTIVE INTEREST FILE

- ❑ No arrest or detention should be made based solely on a hit from this file.
- ❑ This is an informational file which does not require hit confirmation.

PROTECTIVE INTEREST FILE

- ❑ When there is a hit on a record an unsolicited automatic notification will be sent to the ORI of the PIF record.
- ❑ The Originating Agency will initiate the process of any further investigation involving the person in question.

EXAMPLE OF AN INQUIRY

1NO1HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19510101

Negative Response:

1LO1HEADER

MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W

Positive Response:

1LO1HEADER

MD1012400

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION

MKE/POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE

ORI/DCSS802Q1 NAM/SMITH, TEST SEX/M RAC/W POB/US DOB/19510101

HGT/510 WGT/180 EYE/BRO HAI/BRO SKN/FAR

SMT/SC LF ARM

SOC/777010000

OFF/SUBJECT IS A THREAT TO A U.S. SECRET SERVICE PROTECTEE

OCA/1234EUX

ORI IS U.S. SECRET SERVICE INTELLIGENCE DIV WASHINGTON DC 202 435-5000

NIC/W307770846 DTE/19980930 0000 EDT

/REPEAT-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION

/CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL. NO.202 435-5000

WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR

CRIMINAL

JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

/DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES/

SUPERVISED RELEASE FILE

- ❑ Local, State and Federal supervision officers enter records into this file for subjects who are under specific restrictions during their probation, parole, supervised release, pre-trial sentencing and those charged but released on their own recognizance.



SUPERVISED RELEASE FILE

- ❑ No arrest or detention should be made based solely on a hit from this file.
- ❑ This is an information and officer safety type file only.
- ❑ There are no hit confirmation or locate procedures for this file.
- ❑ The entering ORI will automatically receive notification on all inquiries made on their convicted person record.

.....
Positive Response:

1L01000005

WA1230000

WARNING - DO NOT ARREST BASED ON THIS INFORMATION

MKE/PROBATION OR SUPERVISED RELEASE STATUS

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19650220

HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK

SMT/SC R HD

FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/2000

OOC/ROBBERY OCA/611112131

VLD/20000521 VLN/JOHNSON, DAVID

MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO

MIS/FREQUENT BARS

LIC/ABC123 LIS/VA LIY/1999 LIT/PC

VIN/2F3727P051519 VYR/1977

VMA/PONT VMO/LEM VST/2D VCO/UHI

DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE

DSS/19930509 EDS/20051105 SON/FITZPATRICK, JOHN SOT/703 555-3013

ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615

ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234

DOB/19641111

AKA/THOMPSON, ROBERT

AKA/SMITH, WILLIAM

SMT/TAT R ARM

MNU/AS-111002222

SOC/111002222

OLN/L22057654321 IL 1996

LIC/345678 MD 1996 PC

VIN/3J57K5D012345 1975 OLDS CUT 2T BLU

IMN/I435461801 IMT/M

NIC/C146203706 DTE/19991020 0001 EST

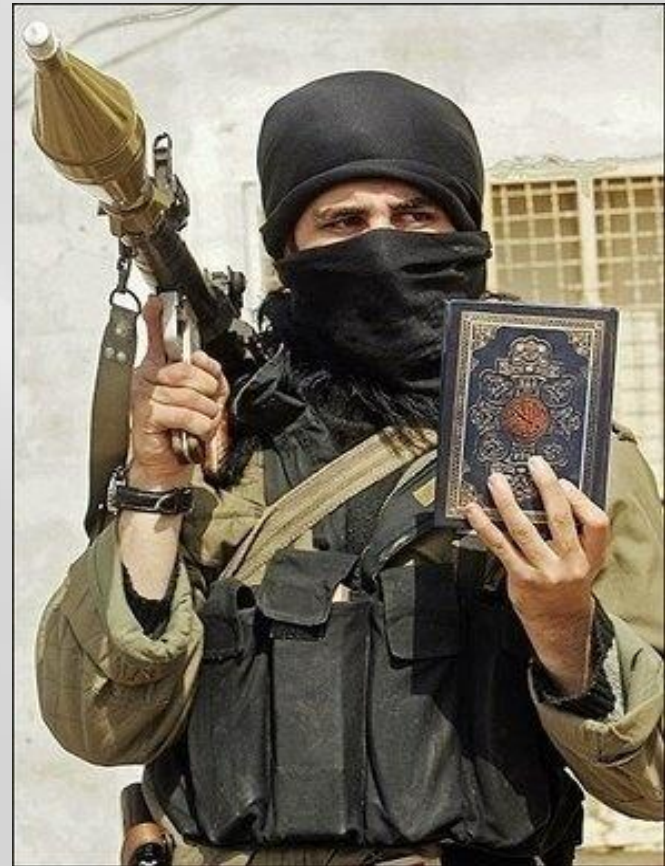
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD,

DO NOT ARREST BASED ON THIS INFORMATION,

CONTACT ORI IF RECORD SUBJECT IS ARRESTED FOR A NEW OFFENSE.

KNOWN OR APPROPRIATELY SUSPECTED TERRORIST FILE (KST)

- ❑ Designed to provide identifying information about terrorist organizations and members of those organizations to law enforcement personnel.



TERRORIST SCREENING CENTER

- ❑ The Terrorist Screening Center (TSC) is the only agency that may make and maintain entries in the Terrorist File.
- ❑ The TSC serves as the single point of contact for law enforcement authorities requesting assistance in the identification of subjects with possible connections to terrorism.
- ❑ There are four different handling codes used for KST file records. Based upon the handling code in the hit response, the receiving agency should adhere to the information and direction within the caveat that will preface the hit response.

KNOWN OR APPROPRIATELY SUSPECTED TERRORIST FILE (KST)

- ❑ The Known or Appropriately Suspected Terrorist File serves to warn law enforcement of the potential dangers posed by violent organizations and individuals and promotes the exchange of information about these organizations and members to facilitate criminal investigations.
- ❑ A positive hit on a person or organization is not probable cause for arrest.
- ❑ This is an informational and officer safety file only.

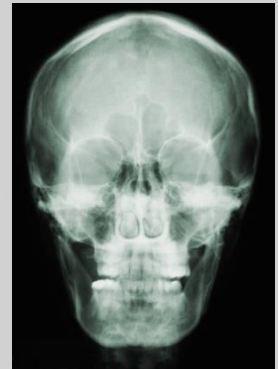
TERRORIST SCREENING CENTER

- ❑ A local agency, or officer, is expected to contact the TSC following every hit obtained from this file regardless of whether it is a valid or “false” hit.
- ❑ When a positive KST File response is received, the inquiring agency **MUST NOT** advise the individual that they may be on a terrorist watch list.
- ❑ Information that an individual may be on a terrorist watch list is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

UNIDENTIFIED PERSON FILE

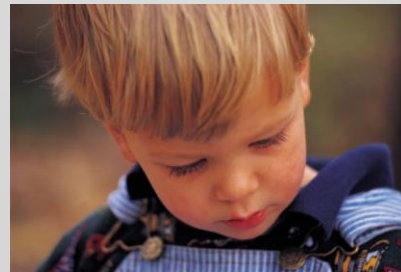
Unidentified Persons may be entered in one of three categories:

- ❑ Deceased: a person who is no longer living for whom the identity cannot be ascertained.
- ❖ This category also includes recovered body parts when a body has been dismembered.



UNIDENTIFIED PERSON FILE

- ❑ Living: a person who is living and unable to ascertain his/her identity (i.e.; person who has amnesia or Alzheimer's, an infant or toddler, etc.)
- ❖ Information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.



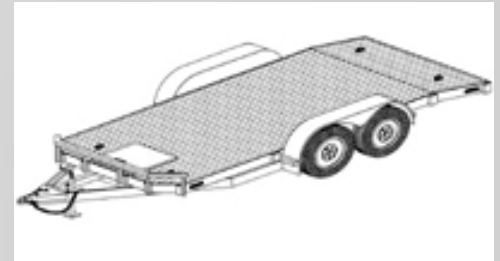
UNIDENTIFIED PERSON FILE

- ❑ Catastrophe: A person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.



VEHICLE FILE

- ❑ A vehicle is defined as any motor driven conveyance designed to carry it's operator except a boat.
- ❑ Included are aircrafts and trailers.



VEHICLE FILE

- ❑ A stolen vehicle may be entered if a theft report has been made.
- ❑ When taking a vehicle theft report, make sure you have some type of documentation as to where you obtained the VIN (such as vehicle registration files, Title, Bill of Sale, Insurance papers, etc.) which is then retained in the case file.

VEHICLE FILE

- ❑ A loaned, rented or leased vehicle that has not been returned may be entered if an official police theft report is made or a complaint results in the issuance of a warrant.
- ❑ A felony vehicle may be entered immediately providing the whereabouts of the vehicle is unknown.
- ❑ A vehicle subject to seizure may be entered when based upon a federally-issued court order.

VEHICLE FILE

- ❑ An inquiry containing vehicle identifiers will automatically search ALL NCIC files that may include LIC and/or VIN data, including ALL person files (except the Unidentified Person File).
- ❑ Inquiries can be made using LIC only, VIN only or a combination of LIC, VIN and/or OAN. However, CJIS recommends inquiries be made with a combination of LIC and VIN.

Negative Response:

1L01HEADER

WA1230000

NO RECORD LIC/ABC123 LIS/MD

NO RECORD VIN/2P4555P026483

Positive Response:

1L01HEADER

WA1230000

MKE/STOLEN VEHICLE

ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC

VIN/2P4555P026483 VYR/1995

VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921

OCA/2325

MIS/DENT IN REAR LEFT FENDER

OAN/1234567891234 VOD/GANATBAOO INTEREST

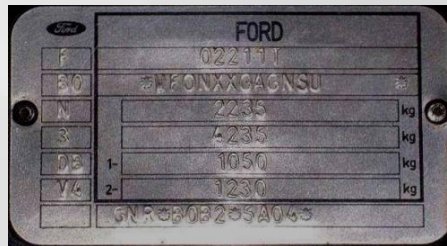
NIC/V000032699 DTE/19990930 1432 EDT

ORI IS ANY CITY PD MD 301 555-1234

IMMED CONFIRM RECORD WITH ORI

VEHICLE/BOAT PART FILE

- ❑ A part is defined as any serially-numbered component from, or ownership documentation for, a vehicle or boat.
- ❑ This would include VIN plates, vehicle titles, backhoe attachments, hay balers, engines, transmissions, batteries, bumper, carburetor, door, hubcap, etc.
- ❑ An inquiry upon this file is made using the “QV” Message Key.



VEHICLE/BOAT PART FILE

- ❑ An agency must have a valid theft report on file before entry can be made.
- ❑ Entertainment devices taken from a vehicle or boat are NOT to be entered in this file, but may be entered in the Article File...if they otherwise meet the entry criteria for that file.

VIOLENT PERSON FILE

- ❑ This file is designed to alert law enforcement officers that an individual they are encountering may be prone to commit acts of violence against law enforcement.
- ❑ This file is NOT directly related to the individuals who are required to register with their local Sheriff's Office as "Violent Offenders".



VIOLENT PERSON FILE

Entry into this file should be made when at least one of the following criteria has been met:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest or any such statute which involves violence against law enforcement.
2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.

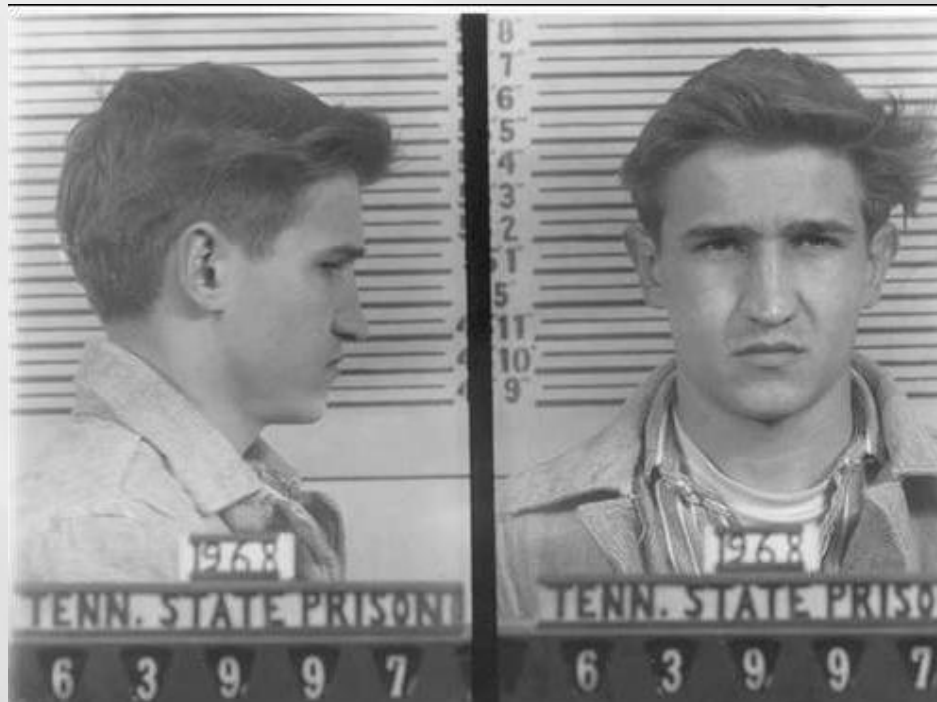
...or...

VIOLENT PERSON FILE

4. A law enforcement agency, based on it's investigation, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.
-
- ❑ Records in this file will be returned in response to the standard wanted person queries.

WANTED PERSON FILE

- ❑ Any adult or juvenile for whom a federal, a felony or a misdemeanor warrant is outstanding, and probation and parole violators, may be entered.



WANTED PERSON FILE

- ❑ Though the DOB Field allows for the entry of juveniles under the age of ten (10), Kansas statutes prohibit criminally charging anyone under the age of ten.



WANTED PERSON FILE

- ❑ If an agency receives a hit on a record that is outside of the extradition limitations, the record **need not be confirmed** and **the record must not be located**.
- ❑ An NCIC hit alone is not probable cause for arrest.
- ❑ The hit must be confirmed with the entering agency before any further action is taken.

MIKE/WANTED PERSON

FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

OR/FL0250002 NAM/S

19821110

HGT/508 WGT/140 EYE/BR0 HA/BLK

SOC/175446543

OFF/FAILURE TO APPEAR - SEE MIS - FTAN0VALIDDL

OOC/5015 DOW/20040512 OCA/05040583

WNO/03000699CTMA

VLD/20040823

**MIS/FTAN0 VALID DL PURGE WITH VALID DL OR 10 DAYS JAIL PICKUP HARDEE,
MIS/HIGHLANDS, DESOTO, MANATEE, AND POLK CO ONLY**

DNA/N

ORI IS HARDEE CO SO WAUCHULA 863 773-0304

DOB/19851221

AKA/SANCHEZ,JOSE D

AKA/SANCHEZ-ESQUIVEL,JOSE

AKA/MARTINEZ-PEREZ,CRISTIAN

AKA/MARTINEZ-PERES,CHRISTIAN

AKA/DOE,JOHN

NIC/W835895621 DTE/20040517 1301 EDT

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

OFF-LINE SEARCH



- ❑ The FBI must be contacted to request an off-line search.
- ❑ NCIC can conduct an off-line search of archived data from 1990 to present to assist you in investigations.
- ❑ Off-line searches may be conducted upon a wide variety of search parameters.
- ❑ Time parameters must be included in your request.

For additional information about requesting an offline search, agencies should contact the IOAU at ORI/DCFBIWAQ9 or call 304-625-3000 or email ioau@leo.gov.

REMEMBER...

- ❑ When you run a QW inquiry on a subject, you will get a hit on that individual if he/she is entered anywhere in the NCIC persons files, except the Unidentified Person File and the non-extraditable misdemeanors in NCIC.
- ❑ The same is true for an inquiry on vehicle data. Anywhere that license plate or VIN data is entered in the NCIC files, you will receive a hit on that record in response to the QV inquiry, even if the information is in a person record.

REMEMBER...

- ❑ When you locate a record in any file, two record identifiers are always required.
- ❑ Using the NIC and OCA will work in all files and is the easiest to use and remember.

Record Identifiers	
<u>N</u> CIC # (NIC)	V736252384
Lic <u>e</u> nse # (LIC)	
VIN # (VIN)	
* <u>A</u> gency Case # (OCA)	2009-CR-0329

Locate Stolen Vehicle

INVESTIGATIVE INTEREST FILE

- ❑ The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to 10 agencies may add an investigative interest supplemental record to any base record on file.
- ❑ This is traditionally done to monitor the investigative progress of another agency's file entry. If agency requires notification of all hits on the base record, then this must be indicated in the Notify Investigative Agency(NIA) field.

1N01HEADER PA0450000 ***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY
RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION
FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED
WITHOUT LIMITATIONS.

MKE/WANTED PERSON

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012

HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND

FPC/121011CO141159TTTCI13 MNU/AS-123456789 SOC/123456789

OLN/11111111 OLS/MD OLY/2000

OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN

DOW/19981201 OCA/92341244

WNO/635F1129 CTI/MD101261J

MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS

LIC/ABC123 LIC/MD LIY/2000 LIT/PC

VIN/2Y27H5LI00009 VYR/1975

VMA/PONT VMO/VEN VST/2D VCO/BLU

ORI IS ANY CITY PD MD 304 555-1212

DOB/19501012

NIC/W146203706 DTE/19991205 1400 EST DLU/20080616 1518 EDT

INVESTIGATIVE INTEREST AGENCIES:

IIA/WA1230000 ANY CITY PD WA 555 555-4321 ICA/123456789 DII/20010108 MIS/WANTED

FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

IAQ - IMMIGRATION ALIEN QUERY



- ❑ Immigration and Customs Enforcement (ICE), has provided a formatted screen called the Immigration Alien Query or IAQ.
- ❑ Responses come from the Law Enforcement Support Center (LESC)

IAQ – IMMIGRATION ALIEN QUERY

ICE is looking for, and has indicated they will act upon:

- ❑ Aggravated Felons
- ❑ Any criminal record if conviction would make the individual removable from the United States
- ❑ Any subjects that have been previously deported
- ❑ Subjects with outstanding deportable warrants

LAW ENFORCEMENT SUPPORT CENTER (LESC)

- ❑ The LESC will check the individuals(s) through NCIC, III, State files and will also check through eight ICE databases for any relevant information.
- ❑ If current felony information is found, LESC will call you immediately.
- ❑ ICE does not want agencies to make inquiries for any other agency.

LAW ENFORCEMENT SUPPORT CENTER (LESC)

- ❑ Response time may take as long as 20 minutes.
- ❑ ICE has advised that you can now run all foreign born occupants of a vehicle (previously, only the driver and front seat passenger were to be queried). All of the IAQ's will be processed simultaneously, even if you query 40 subjects at the same time!
- ❑ When an officer is roadside, the person sending the query should contact the LESC at (802) 872-6020 to expedite the query. This will ensure roadside queries are top priority and processed first.

LESC – MANDATORY FIELDS

- ❑ **PUR** – (Purpose Code) C
- ❑ **ATN** – (Attention Field) Officer name
- ❑ **PHN** – (Phone) Officer Cell phone # or, if none use dispatch PS #
- ❑ **NAM** – (Name) Subjects name your running the inquiry on
- ❑ **DOB** – (Date of Birth) YYYYMMDD
- ❑ **SEX** – (Sex) M or F
- ❑ **POB** – (Place of Birth) Officer will provide this

LESC – MANDATORY FIELDS

❑ CUS – (In Custody)Y or N

- ❖ Use “Y” if officer is on a traffic stop or is in sight of subject.
- ❖ Use “N” if officer is not with the subject or is not in sight.

❑ OFF – (Offense Code) enter the most serious charge

- ❖ If no charges use:
 - **0303** for alien smuggling (officer has a van load Of possible illegal's)
 - **0399** (Immigration see MIS) for all others.

IAQ- IMMIGRATION ALIEN QUERY

WHEN CAN YOU RUN AN “IAQ”?

**Any time you are dealing with
a foreign born individual**

THE END

